

Job Description



Staffordshire University Services Ltd

Job title	Assistant Management Accountant
School/Service	Financial Services
Normal Workbase	Stoke campus
Tenure	Permanent
Grade/Salary	Grade 5
FTE	1.0 FTE
Date prepared	May 2019

Job Purpose

- To underpin the delivery of the University's goals, by ensuring that all resource is in the right place at the right time, performing to the required standard.
- To manage the production of financial management plans, reports and information, linked to the University structure and objectives.
- To work to build a strong and effective finance team.

Relationships

Reporting to:	Senior Management Account
Responsible for:	N/A

Main Activities

- Supporting the delivery of budgets, monthly management accounts at relevant management levels.
- Support the year end processes.
- Support the preparation of financial forecasts, at all relevant management levels.
- Provide financial analysis service to support the Schools, Central Service Departments and internal to Finance.
- To support Schools and professional Services, dealing with queries.

- To support the production of financial management reports, at all relevant management levels, in relation to budgeting, forecasting, month end and year end processes to meet statutory requirements and deadlines in the most effective way.
- Provide support to meet the University's statutory reporting requirements.
- To pro-actively deliver solutions on new activity processes whilst ensuring financial integrity.
- To support income generation activities such as student income, apprenticeships, partnerships, CPD and other income streams in terms of raising invoices, income reconciliations, direct relating expenditure and any necessary analysis.
- Ensuring the necessary analysis is completed which allows informed management decisions to be made.
- To liaise with appropriate external contacts ensuring correct invoicing and reconciliation of charges.
- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

For external appointments to this post, please note a 6-month probationary period will be applicable.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on

the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.